

SCHOOL BUSINESS ALERT

Volume 1994-4

November 1994

Susan McCurdy, Ed.S., E.A., School Administration Consultant, Editor
515-281-4740, FAX 515-281-6548

CQI PROJECTS

Galen Howsare asked that information on the TQM-CQI projects related to finance be included in the *School Business Alert* [TQM stands for Total Quality Management and is used by the Department of Management. CQI stands for Continuous Quality Improvement and is used by the Department of Education.]

Gary Meyer, Department of Management, and Su McCurdy, Department of Education, are team leaders of a joint **School Budgeting System Project** which began in February 1994. Gary has received basic training by Hal Bergan, with supplementary training by Ron Warwick. Su has received basic training by Ron Warwick, with supplementary training by Hal Bergan.

The aim of the project is to make the entire school budgeting system easier, more accurate, more timely, and more useful as management information for users. The entire budgeting system has been split into major subsystems. These subsystems are being studied for improvement one by one using different team members as appropriate.

One subsystem being studied is the **CAR collection process**. The aim of the project is to identify causes of inaccurate, untimely, non-comparable data and to define solutions and measurement criteria.

Gary and Su lead the team and team members come from the DE staff. The team has prioritized solutions with the highest priority being given to better/increased use of technology. This team is waiting for statistical information to be gathered on the FY94 CAR collection before implementing any further changes in the process.

The **valuation assessment system** is being studied by a team of staff from the Department of Management, Legislative Fiscal Bureau, Department of Revenue and Finance, and several county auditor's offices. The aim of the project is to improve the timeliness and reduce the errors in the submission of county valuation forms.

Members of the **Instructional Support Project** Team are Gary and Su; Dick Boyer, DE; Guy Ghan, DE; Max Miller, Ottumwa; Jackie Black, Sigourney; Sandy Johnson, Madrid; and Donna Gregory, Clarinda. The aim of the project is to develop a system to communicate needs for the instructional support program (budgeting: property tax, income surtax, and state aid) from the districts to the Department of Management clearly and accurately to ensure consistency with the statute, the voted and adopted program, and the district intent. Results of this project have been designed into the new budget forms and instructions, and are ready for review by the team.

Another project team is planning an **electronic financial management information collection system** to be used by both AEAs and LEAs. Team leaders are Su McCurdy and Guy Ghan. Steering committee members are Su and Guy, Dick Boyer, Dwight Carlson, and Mary Bingaman. Team members are Su and Guy; Carol Crandall, AEA 1; Bob Hankey, AEA 1 Computer System Manager; Ron Bowers, AEA 10; Rebecca McCreary, AEA 11; Jeff Sybersma, AEA 12 computer consultant; John Donner, AEA 15; Greg Manske, AEA 16; Mollie Teckenburg, BCLUM; Mark Klett, Clinton; Joyce Wright, Jesup; and Mike Hamilton, North Scott.

CUSTOMER SURVEY

A customer survey was sent from the Electronic Financial Management Information Collection System Team to major information users. It asked them to list what kinds of information on local and area agencies they would expect to have, or like to have, in a financial information system to use for their purposes. The responses we received were good, but we received very few responses.

If you would like to respond to this information request, please address your comments to either Su McCurdy or Guy Ghan:

Bureau of School Administration
and Accreditation
Department of Education
Grimes State Office Building
Des Moines, Iowa 50319-0146.

HELP

Two years ago at the CAR training, workshop participants were asked to brainstorm financial issues or problems they wanted addressed by the DE. A number of those issues/problems were addressed immediately. Others required a team approach. As the DE moves further into CQI, that list would be helpful.

However, last summer when our bureau was remodeled, our files were boxed or moved into hallways. The file containing that list never made it back into the new office area and has not been located to date. If anyone still has a copy of that list, will you please send it to Su McCurdy?

School Business Alert is published by the Bureau of School Administration and Accreditation, Iowa Department of Education, 400 East 14th Street, Grimes State Office Building, Des Moines, Iowa 50319-0146. It is the policy of the Iowa Department of Education not to discriminate on the basis of race, religion, national origin, sex, age or disability. The department provides civil rights technical assistance to public school districts, nonpublic schools, area education agencies and community colleges to help them eliminate discrimination in their educational programs, activities or employment. For assistance, contact the Bureau of School Administration and Accreditation, Iowa Department of Education.
